

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that following your performance review and in recognition of your contributions to [Company Name], your salary will be increased effective [Effective Date].

Your new salary will be [New Salary Amount] per [hour/year]. This increment reflects our appreciation for your hard work and dedication to the team.

Please feel free to reach out to [HR Manager or Supervisor's Name] if you have any questions.

Congratulations on your well-deserved increase!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]